



U. S. Department of Justice  
**Federal Bureau of Prisons**  
Metropolitan Detention Center  
Guaynabo, Puerto Rico 00922

# Institution Supplement

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**OPI: Correctional Services**  
**Number: GUA 5267.07 A**  
**Date: April 23, 2004**  
**Subject: Visiting Regulations**

1. **Purpose:** To encourage inmate visiting and to provide a visiting area that is conducive to maintaining family and community relationships. All visiting procedures listed in this supplement pertain to all inmates, to include designated, pretrial, holdover, Immigration (INS) and Material Witnesses.
2. **Policy:** To implement regulations, rules, and procedures pertaining to inmate visits at the Metropolitan Detention Center (MDC), Guaynabo, Puerto Rico.
3. **Directives Affected:**
  - A. **Directives Referenced:**

PS 1280.11	JUST, NCIC, & NLETS Systems Users Guide (01/07/00)
PS 1315.07	Legal Activities, Inmate (11/05/99)
PS 1490.06	Victim and Witness Notification (05/23/02)
PS 4500.04	Trust Fund/Warehouse/Laundry Manual (12/15/95)
PS 5100.07	Security Designation and Custody Classification Manual (09/03/99)
PS 5180.04	Central Inmate Monitoring System Operations Manual (8/16/96)
PS 5267.07	Visiting Regulations (4/14/03)
PS 5270.07	Inmate Discipline and Special Housing Units (12/29/87)
PS 5280.08	Furloughs (2/4/98)
PS 5500.11	Correctional Services Manual (10/10/03)
PS 5510.09	Searching, Detaining, or Arresting Persons Other Than Inmates (3/6/98)
PS 5521.05	Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)
PS 7331.04	Pretrial Inmates (1/31/03)
  - B. **Directives Rescinded:**

IS 5267.06 B Visiting Regulations (January 7, 2002)

4. **Standards Referenced:**

- A. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446.
- B. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-2E-03, 3D-17, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.
- C. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-5D-01.
- D. American Correctional Association for Adult Correctional Boot Camp Programs: 1-ABC-2E-04, 5D-12, 5D-13, 5D-14, 5D-15, 5D-16.

**Implementation:**

- A. **Social Visiting:** All visits will be ordinarily conducted in the institution's designated visiting room. All visitors (legal, social and/or clergy) entering the institution will be processed in accordance with the front lobby entrance procedures.

**Institutional Activities:** Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

**Visiting Expense:** Visiting will normally be conducted in the Visiting Room during normal visiting hours. If an inmate has a need for a special visit during non-visiting hours, and there is no available staff to supervise the visit, the inmate will incur the cost of the staff supervision for the visit.

In the case of attorney visits during scheduled social visiting hours, the attorney will be required to use one of the available attorney-client rooms which are located in the institution's visiting room. All social visitors will begin to be processed up to thirty (30) minutes prior to the scheduled visiting period. The processing of visitors will conclude one hour and fifteen minutes prior to the end of the unit's scheduled social visiting hours. This will allow all processed visitors to enjoy a complete one (1) hour of visiting.

B. **Social Visiting Hours**: The following schedule represents the institution's visiting schedule as it pertains to each specific housing unit. There will be a new rotation period every 12 weeks for all housing units with the exception of units 1A, 1B, 1C and 4C.

With the exception of inmates housed in Unit 1-A (cadre inmates), each inmate is allowed four (4) visiting points per month. Each visit counts as one (1) point. Inmates in Unit 1-A may visit as often as the schedule permits, provided he/she has no visiting restrictions resulting from a disciplinary sanction.

# MDC Guaynabo 12 Week Rotation Visiting Schedule

### Example

Day	Time	Month			
		Week 1	Week 2	Week 3	Week 4
		27-2	3-9	10-16	17-23
Sunday	7:00 a.m.-10:00 a.m.	3A	2C	3C	3B
	12:00 a.m.-3:00 p.m.	3B	2B	2A	3A
Monday	7:00 a.m.-10:00 a.m.	3B	2B	2A	3A
	12:00 a.m.-3:00 p.m.	3A	2C	3C	3B
Tuesday					
Wednesday	12:00 p.m.-3:00 p.m.	4C	4C	4C	4C
	5:00 p.m.-8:00 p.m.	1A	1A	1A	1A
Thursday	7:00 a.m.-10:00 a.m.	1B	1B	1B	1B
	12:00 p.m.-3:00 p.m.	1C	1C	1C	1C
Friday	7:00 a.m.-10:00 a.m.	3C	3B	2B	2A
	12:00 p.m.-3:00 p.m.	2A	3A	2C	3C
Saturday	7:00a .m.-10:00 a.m.	2B	2A	3A	2C
	12:00 p.m.-3:00 p.m.	2C	3C	3B	2B
	5:00 p.m.-8:00 p.m.	1A	1A	1A	1A

Approved: ///S///  
Ricardo E. Chavez, Warden

C. **Special Housing Unit Visits:**

Inmates housed in the Special Housing Unit will be entitled to social visits during the same scheduled time as their assigned housing unit. Inmates sanctioned to a loss of visiting privileges by the Unit Discipline Committee or Discipline Hearing Officer, will not be allowed social visits until the end of the sanction.

D. **Inmate with Inmate Visits:**

Inmates housed at MDC Guaynabo, who have immediate family members also assigned at MDC Guaynabo will be allowed to visit with each other one visit each month. This visit will be requested by the inmate to his/her assigned Unit Team via an Inmate Request to Staff Member (cop out) and will be approved or denied by the respective Unit Managers. Inmate with inmate visits are scheduled for the third (3rd) Thursday of each month from 12 noon to 3:00 p.m. In addition, where both parents are incarcerated at MDC Guaynabo, visits with their kids will be allowed once a quarter (i.e., December, March, June, September, on the third Thursday of the month). The children may be accompanied by an immediate family member; these visits will be counted as a social visit and a point will be subtracted from each inmates' visiting total. A memorandum prepared by the unit team will be forwarded to the Lieutenants' Office and visiting room to inform staff which inmates will be visiting.

During an institution official count or census count, all inmates present in the visiting room will be double counted in the visiting room. Thirty (30) minutes prior to an official count or census count, the officer-in-charge (OIC) of the visiting room will prepare and submit an out-count form to the control center OIC. This count will be verified by the control center OIC.

E. **Special Visits:** Special visits may be approved by the Associate Warden of Programs. Ordinarily, these visits will be arranged and supervised by a member of the respective Unit Team in conjunction with Correctional Services staff. Such visits may be granted for the following reasons, and will count against the inmates total monthly visiting points:

1. Family Emergency, (e.g.) death or accident to an immediate family member,
2. Pre-release planning,
3. Immediate family members live outside of Puerto Rico.

F. **Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors.** Visitors in this category ordinarily provide assistance in release planning, counseling,

and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.

The following processing procedures apply to ministers of record and clergy:

1. **Minister of Record**: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will **not** count against the total number of social visits allowed.

With respect to the aforementioned visits, the Chaplain will prepare and distribute a memorandum, verified as approved with the signature of the Associate Warden of Programs. A copy of this memorandum will be forwarded to all departments concerned.

2. **Clergy**: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record. Refer to the Program Statement on Religious Beliefs and Practices for additional information regarding minister of record and clergy.

G. **Visiting Limitations:** Due to the limited space available in the institution's social visiting room area, restrictions must be placed on the number of visits, duration, frequency, and the number of occupants in the visiting room at the same time.

1. Inmates are allowed three (3) adult visitors per visit. Infants and small children, three years old and under, who can be seated on the lap of an adult will not be counted as a visitor, however, if the child is to occupy a seat in the visiting room, they will be counted as a visitor.
2. An adult confined to a wheelchair will count as one of the three (3) authorized adult visitors, although they will not occupy a seat in the visiting room. In order for handicapped individuals to gain access into the institution, they must utilize a wheelchair furnished by the institution for security reasons.

**Visitors will not be allowed to leave their children unattended at any time while inside the institution or on institution grounds. All visitors are required to supervise their children directly. Failure to maintain proper supervision of their children will result in the termination of the visit.**

H. **Visit Terminations:** The decision to limit or terminate a visit for reasons of improper conduct by the inmate and/or visitors will be made by the Operations Lieutenant and/or the Institution Duty Officer. The Institution Duty Officer and/or the Operations Lieutenant will be informed when a visit is terminated and the reason why. Future visits may be denied as part of an administrative action based on attempts to circumvent institution visiting regulations or violating visiting room policies. In the event that a visit is terminated, the Operations Lieutenant will prepare a memorandum and forward the memo to the Captain and Associate Warden of Programs. The inmate may be subject to disciplinary action depending upon the circumstances of the incident.

Visits may be terminated due to the visiting room becoming overcrowded. In the event that we receive a large number of visitors, which may be causing serious delays in processing visits, or if there is a possibility that some visitors might not get to visit with the inmates, the Visiting Room OIC is to contact the Operations Lieutenant who may terminate visits based upon those visitors who arrived first to allow an opportunity for every visitor to visit. Legal visits will not be terminated due to visiting room overcrowding, since these visits take place in the attorney-client visiting rooms.

I. **Approved Visitors:**

1. **Designated:** The approved visiting list includes immediate family **and** no more than ten (10) other relatives, friends and associates.
2. **Pretrial, INS, and Material Witness Inmates:** The approved visiting list includes immediate family **and** no more than three (3) other relatives, friends and associates.
3. **Admission-Orientation and Holdover Status:** Visiting is limited to the immediate family during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. Time frame for approval will ordinarily be within a few days (excluding week-end and holidays) of the inmate's arrival to the institution.
4. The inmates' immediate family members are identified as the inmates' mother, father, step parents, foster parents, brothers, sisters, spouse, and the inmates' children.
5. Other relatives include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them. The visiting privilege shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement. Other relatives and friends include only those individuals with whom the inmate had a continuous association prior to incarceration and must be verified by the inmate's unit team to have been a positive relationship. Other relatives, friends, and common-law spouses will be added to the visiting list only after a NCIC criminal background check is completed. The inmate will be notified of approval or disapproval so that he/she can notify the visitor.
6. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy



Folder in the Inmate Central File. **Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list.**

7. A copy of the approved visiting list for each inmate in the institution will be kept in the front lobby and will ordinarily be updated weekly by a member of the inmate's Unit Team.
8. In the event that the visiting room computer program is unavailable, and the official inmate visiting list is also unavailable, the inmate visiting list located in the inmates' central file (Attachment 1) will be considered as the true and accurate copy of the inmates visiting list.
9. Visitors may not be listed on more than one inmate's visiting list. The only exception to this rule, is where it has been verified and documented that the inmates and visitor are immediate family.
10. Visitors under the age of sixteen (16) must be accompanied by an approved visiting adult.
11. All adult visitors (sixteen (16) years and older) must have and present proper picture identification. Preferably, visitors should show a driver's license or official state ID that bears a photograph, including the full name, and signature of the ID holder. **If a visitor 16 years or older is not able to provide a picture I.D. they will not be allowed into the institution for their visit.**
12. Once an inmate's visitors are approved, he/she will be given a copy of the appropriate visiting regulations (Attachment 2) along with the list of approved visitors. It is the responsibility of the inmate to notify the visitors of approval/disapproval and to inform the visitors of the visiting guidelines. Inmates may mail copies of the visiting regulations to their visitors. Additionally, copies of the visiting regulations (written guidelines) will be available at the Front Lobby for all inmate visitors upon request.

J. **Legal Visiting:**

**Note: POINTS WILL NOT BE CHARGED FOR LEGAL VISITS.**

1. **Visiting Hours:** Visiting hours for attorneys are from 8 a.m. to 8 p.m., every day except Wednesdays, in which attorneys may visit before 11 a.m. or after 5 p.m. The Attorney Advisor or the Institution Duty Officer

may approve a legal visit before 8 a.m. or after 8 p.m., if staff are available to supervise the visit and the attorney can demonstrate a pressing need to see the inmate. Video/Audio equipment will be made available upon request.

Legal visits will be processed into the visiting room until forty-five (45) minutes before the beginning of an official count. Legal visitors will not be allowed to enter or leave the visiting room while an official count is in progress.

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2. **Identification Required of Attorneys:** Attorneys must show a State Bar Identification Card. In the event that the bar card does not have a picture, a picture identification will be requested (i.e., driver's license).

If an attorney does not have a bar card, the legal department will be contacted to verify admission to practice law.

If no staff is available in the legal department, there is a directory of the Puerto Rico State Bar Association (Colegio de Abogados) in the front lobby to verify admission in the Puerto Rico courts. If the attorney is admitted in a jurisdiction other than Puerto Rico or in federal court, the front lobby should contact the Attorney Advisor to verify admission to practice laws.

3. **Processing of Attorneys:** Attorneys will be required to pass through the metal detector before entering the institution and must sign the legal visiting log book.

Government Attorneys (i.e. Department of Justice, Federal Public Defenders and/or Assistants, INS Attorneys, US Attorneys etc.) will only need to show to the Front Lobby Officer their official credentials prior to visiting with their client and will sign the official logbook.

4. **Co-defendant Meetings:** Attorneys seeking to meet with more than one inmate at the same time must submit a written request to the legal department at least twenty-four hours in advance with an attached copy of the first page of the indictment (namely, the caption with the names of the co-defendants listed).

The Legal Department will maintain a list of approved co-defendant meetings. Additionally, the Legal Department will provide a copy of this list to the Visiting Room OIC, to be maintained in Visiting Room. The visiting room OIC will verify if individuals are approved for co-defendant meetings by looking at the list or calling the legal department.

Questionable situations will be referred to the Attorney Advisor or the Institution Duty Officer.

5. **One time legal visit involving a family member:** The legal department will process legal visits involving a family member on a one time basis. These type of visits are granted in order to allow the attorneys to make arrangements pertaining to the criminal case. The visitors must be placed in an attorney conference room where the officers can visually supervise the visit. The attorney must be present at all times during the visit.
6. **Legal Assistants:** Legal assistants (i.e., interpreters, paralegal, and investigators) of attorneys may visit inmates in matters relating to the inmates' legal affairs. All legal assistants are required to complete an Application to Enter Institution as Legal Representatives of Attorney.

The sponsoring attorney will provide a signed statement, including a certification of the assistant's ability to perform in this role, a pledge to supervise the assistant's activities, and a sponsoring statement accepting personal and professional responsibility for all acts of the assistant which may affect the institution, its inmates and staff.

The legal department will prepare a list of all approved assistants and provide a copy to the front lobby officer. Approved legal assistants may not appear simultaneously on the inmate's social visiting list. Legal assistants will be required to sign the Authorization to Release Information Form so that an NCIC background check can be performed. Legal assistants may be prohibited from entering the institution and/or corresponding with inmates, if necessary, to maintain the security and good order in the institution.

7. **Legal Documents in the visiting room:** Attorneys will be allowed to bring legal materials, including documents, video tapes, and audio cassettes, to the visiting room to review with their clients. All legal materials and brief cases will be searched for contraband and processed through the x-ray machine.

Inmates will be allowed to bring legal documents, including audio tapes, into the visiting room during legal visits. Staff will search the legal materials for contraband prior to and after the legal visit has ended. Staff will not read or photocopy the legal materials.

All legal visits will be held in the visiting room, except in limited circumstances in which conducting the legal visit in the visiting room will

jeopardize the security of the institution. The Captain will determine the place for the visit in those cases.

In case legal visits occur during social visiting hours, the attorney-client rooms located within the visiting room will be utilized.

Attorneys will not be allowed to deliver legal documents to the inmate during legal visits. If the attorneys need to deliver legal materials to their clients, the legal materials should be deposited in the legal mail box located in the front lobby. Legal mail must be marked as such by identifying the sender as an attorney. Legal mail must contain on the front of the envelope the sender's full name, address, inmate's name, register number and the following phrase: **"SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE"**. Only packages or envelopes that fit through the mail depository slot will be accepted. The Front Lobby Officer will be responsible for visually inspecting and x-raying all legal packages.

- K. **Special Housing Unit Visits:** Inmates housed in the Special Housing Unit will be permitted to have visits comparable to the other units. If any specific concerns regarding security, restrictions or other are warranted, or if the inmate housed in the Special Housing Unit is classified as "High Security" the social and legal visits will be conducted on the fourth floor with prior written approval from the Captain. If a visit is to be conducted on the fourth floor, visitors under the age of sixteen (16) are not allowed into the secure area of the institution.
- L. **Records and Visitors:** In addition to the Notification to Visitor Form (Attachment #6A/B), **all adult visitors** ( including non-inmate visitors) will be required to complete and sign the Visiting Log Book prior to each visit. Completed Notification to Visitor Forms will be filed in accordance to P.S. 5500. 11/12. These forms will be on file in the SIS Office for a period of one (1) year.
- M. **Visitors' Personal Property:** MDC Guaynabo has limited facilities for the storage of visitors' personal property. Therefore, all visitors are encouraged to leave their personal property locked in their vehicles.

**Food items:** Visitors are not allowed to bring food, drink or candy into the visiting room. If any type of food, drink or candy is purchased in the visiting room, it must be consumed prior to exiting the visiting room. Under no circumstances will inmates be allowed to receive any type of items from their social visitors. The only exception to this will be the sharing of items purchased within the visiting room. Any other

item will be considered contraband and will cause the social visit to be terminated and the inmate may be subject to disciplinary action.

**Infants:** Visitors with babies will only be allowed to bring a sufficient and reasonable amount of diapers which will be needed during the visit.

They will be allowed to bring two clear plastic bottles of baby formula and/or juice into the visiting room for consumption. Strollers, carriers, and baby diaper bags as well as toys are not allowed in the visiting room.

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**Medication:** Visitors will be allowed to carry only medication necessary for the immediate preservation of life. Examples of these types of medication are an asthma sprayer or nitroglycerin to treat a heart condition. Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit into the visiting room. **An entry should be made in the visitors' log describing the medication.** Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Shift Lieutenant. Identification of medication as well as its use will be made by medical staff.

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**Personal items:** Small billfolds and transparent change purses will be allowed.

N. **Proper Dress in the Visiting Room:**

1. **Visitors:** In order to uphold necessary standards of appropriate dress in the visiting room, visitors will not be permitted to wear the following articles:
  - ▶ Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline, shorts, mini-skirts or dresses (shorter than 3" above the knees), culottes or spandex tights;
  - ▶ apparel of a suggestive or revealing nature;
  - ▶ sandals or slippers;
  - ▶ removable head wear such as wigs, hats and scarfs. Such items must be removed for inspection prior to being admitted into the institution;
  - ▶ jackets;
  - ▶ clothing that is similar to that issued to inmates (i.e., khaki pants, shirts, etc.) or similar to officers' uniform (i.e., combination of white and grey pants shirt), including the Tactical Teams (camouflage/black or blue BDU's).
  - ▶ any clothing that has too much metal that will set the metal detector off. (i.e. jumpsuit's with metal hooks).

- ▶ At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

**Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant before a visitor is denied entrance.**

2. **Inmates:** With the exception of tennis shoes (bought through the commissary or received through R&D), inmates will only be allowed to wear into the visiting room institution clothing which has been properly issued. Underclothing will be required. Bare feet and shower shoes are not allowed. All clothing must be clean and neat in appearance.

At no time will altered clothing be allowed within the visiting room. These will be confiscated and the inmate will be given an incident report for alteration and/or destruction of government property.

3. **Inmate Personal Effects:** Inmates may enter the visiting room with one plain wedding band, one approved religious neck chain, one pair of prescription eyeglasses, and their identification card. Medication necessary for the preservation of the inmate's life will be allowed into the visiting room (to be controlled by the visiting room OIC). No other items will be allowed in the visiting room. Female inmates will be authorized to wear the hair clips which are sold in the commissary. Inmates will not be allowed to wear watches and/or earrings of any type into the visiting room.

Inmates are not allowed to handle any type of money and/or currency therefore, they are not allowed near the vending machines located in the visiting room.

O. **Visiting Room Staff's Responsibilities:**

1. **Processing of Inmates:** The Visiting Room Shakedown Officer will identify all inmates, as they enter or exit the visiting room, with a picture identification card. Inmates will be positively identified with picture cards prior to the departure of their visitors. If the inmate has altered his appearance from the picture identification card, it will be noted so that a new picture can be obtained. All inmates entering the visiting room will be pat searched. All inmates leaving the visiting room will be visually (strip) searched and screened with a metal detector. No contact with visitors will be

permitted after completion of a visit. The departure of inmates will be supervised by the visiting room OIC.

2. **Processing of Visitors:** Staff will escort all visitors entering and departing the visiting room at a maximum rate of ten (10) visitors per one (1) staff member, excluding children under sixteen years of age.
3. **Security Procedures:** The Visiting Room Officer and Control Center Officers will use the surveillance cameras to monitor all visiting room areas.

P. **Conduct in the Visiting Room:** Visits will be conducted as formally and as pleasantly as the physical conditions permit. Hand shaking, embracing, and kissing are permitted within the bounds of good taste, and only at the beginning and at the end of the visit. Beyond this point, physical contact will not be permitted and will be grounds for terminating the visit. The Operations Lieutenant or Institution Duty Officer will make decisions regarding termination of a visit for reasons of excessive physical contact.

Q. **Passing of Articles:**

1. Visitors must not bring any articles into the institution for the inmates.
2. During social visits, it is not permissible to review, examine or sign any papers, nor may the visitor receive any items from the inmate. Such transactions must be handled through general correspondence addressed to the inmate. Exceptions must be approved by the Unit Team or the IDO.
3. Visitors are prohibited from giving currency or money to an inmate in the visiting room. The Visiting Officer cannot accept funds for deposit to an inmate's commissary account.
4. Bringing any unauthorized items such as medication, weapons, tools, food or drugs into the institution is a violation of the rules and the law.

This type of security violation may result in the visitor's permanent removal from the visiting list, referral to the proper law enforcement agencies for prosecution and/or administrative sanctions against the inmate.

5. It is unlawful for visitors and inmates to introduce or attempt to introduce into this institution or its grounds, or to take or attempt to take, or send or

attempt to send from the institution, **any** article without the knowledge and consent of the Warden or his duly appointed representative.

6. The unauthorized use of cameras or recording equipment without the consent of the Warden or his/her designee is strictly prohibited. Violators will be subject to criminal prosecution.
- R. **Transportation Assistance:** Directions for transportation to and from the institution, including phone numbers for assistance to visitors is located in Attachment 4. This information is also posted above the pay phone in the front lobby.
- S. **Persons With Criminal Records:** The existence of a criminal record does not constitute a barrier to a proposed visit. Consideration will be given to the nature and extent of the criminal activities, as weighed against the value of the relationship. Each of these cases shall have specific approval of the Warden or his designated representative.
- T. **Meals:** Inmates not wishing to end their visits in order to eat in their respective units, will be allowed to remain in the visiting room during meal times. Meals will not be served in the visiting room, **nor saved in the units.**
- U. **Interruption of Visit:** Unless authorized by the Operations Lieutenant or the Institution Duty Officer in advance, any inmate or visitor, who departs from the visiting room will not be allowed to resume his/her visit on that day.

**Note: Institutional activities held in the visiting room ordinarily will not interfere with inmate visits.**

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Ricardo E. Chavez, Warden



Attachment #1

## REQUEST FOR VISITOR APPROVAL

**NAME:** \_\_\_\_\_ **REGISTER NO.** \_\_\_\_\_

Last, First Middle

Your authorized social visit will consist of one (1) hour of visiting each visiting day. Inmates may have immediate family members, other relatives or friends (verified) on your approved visiting list. Any visitor with a criminal record must have prior approval from the Warden.

Visiting hours are from 7:00 AM to 7:00 P.M., Friday through Monday, including Federal holidays. No more than 3 adults at one time. Children that can be held on the lap of an adult visitor, are not counted. No visitor under the age of sixteen (16) years old will be permitted to visit unless escorted by an adult visitor.

Name of Visitor	Relationship	DOB	Address #,Street, City	Phone No.

I swear that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Inmate's Signature**  
**Date Received:** \_\_\_\_\_

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Unit Staff Signature**

**Attachment 2**  
**Page 1**

**METROPOLITAN DETENTION CENTER**  
**VISITING REGULATIONS**

The authorized visitors on the enclosed list have been approved to visit you during your stay at MDC Guaynabo. In addition, it is your responsibility for the proper conduct of your visitors during a visit. It is also your responsibility to provide your visitors with a copy of this form so that they will be aware of our visiting regulations.

1. **Identification:** Positive picture identification of visitors will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **Visiting Hours:** Refer to page 18 of this document.
3. **Number of Visits:** With the exception of inmates housed in Unit 1-A (cadre inmates), each inmate is allowed four (4) visiting points per month. Each visit counts as one (1) point. Inmates in Unit 1-A may visit as often as the schedule permits, provided he/she has no visiting restrictions resulting from a disciplinary sanction.
5. **Number of Visitors:** The maximum number of visitors an inmate may have at one time is three adult visitors. Children over the age of 16 will be counted as one adult visitor. Small children who are able to be held on an adult visitor's lap will not be counted as a visitor.
6. **Personal Contact:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
7. **Personal Dress and Grooming for Inmates:**

**Inmates:** Institution clothing which has been properly issued, including tennis shoes purchased from the commissary or received through R&D.

Underclothing will be required.

Bare feet and shower shoes are not allowed.

All clothing must be clean and neat in appearance.

At no time will altered clothing be allowed within the visiting room. These will be confiscated and the inmate will be given an incident report for alteration and/or destruction of government property.

8. **Personal Dress for Visitors:**

**Visitors:** In order to uphold necessary standards of appropriate dress in the visiting room, visitors will not be permitted to wear the following articles:

- a. Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline, shorts, mini-skirts or dresses (shorter than 3" above the knees), culottes or spandex tights;

## Attachment 2B

- b. apparel of a suggestive or revealing nature;
- c. sandals or slippers;
- d. removable head wear such as wigs, hats and scarfs. Such items must be removed for inspection prior to being admitted into the institution;
- e. jackets;
- f. clothing that is similar to that issued to inmates (i.e., khaki pants, shirts, etc.) or similar to officers' uniform (i.e., combination of white and grey pants shirt), including the Tactical Teams (camouflage/black or blue BDU's).
- g. any clothing that has too much metal that will set the metal detector off. (i.e. jumpsuit's with metal hooks).
- h. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

**Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant before a visitor is denied entrance.**

9. **Only the Following Items Listed below Are Authorized to Be Taken into the Visiting Room by Visitors:**

**Visitors' Personal Property:** MDC Guaynabo has limited facilities for the storage of visitors' personal property. Therefore, all visitors are encouraged to leave their personal property locked in their vehicles.

**Food items:** Visitors are not allowed to bring food, drink or candy into the visiting room. If any type of food, drink or candy is purchased in the visiting room, it must be consumed prior to exiting the visiting room. Under no circumstances will inmates be allowed to receive any type of items from their social visitors. The only exception to this will be the sharing of items purchased within the visiting room. Any other item will be considered contraband and will cause the social visit to be terminated and the inmate may be subject to disciplinary action.

**Infants:** Visitors with babies will only be allowed to bring a sufficient and reasonable amount of diapers which will be needed during the visit.

They will be allowed to bring two clear plastic bottles of baby formula and/or juice into the visiting room for consumption. Strollers, carriers, and baby diaper bags as well as toys are not allowed in the visiting room.

**Medication:** Visitors will be allowed to carry only medication necessary for the immediate preservation of life. Examples of these types of medication are an asthma sprayer or nitroglycerin to treat a heart condition. Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit into the visiting room. **An entry should be made in the visitors' log describing the medication.** Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Shift Lieutenant. Identification of medication as well as its use will be made by medical staff.

## Attachment 2C

**Personal items:** Small billfolds and transparent change purses will be allowed.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS, OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

10. **Packages:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence.
11. **Money:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail.
12. **Smoking:** The Visiting Room is a NO SMOKING area. No tobacco of any kind is allowed into the institution.
13. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with a high metal content will activate the metal detectors, and may slow down your in processing for visiting.

Attachment 3

# **MDC Guaynabo 12 Week Rotation Visiting Schedule**

## **Example**

Day	Time	Month			
		Week 1	Week 2	Week 3	Week 4
		27-2	3-9	10-16	17-23
Sunday	7:00 a.m.-10:00 a.m.	3A	2C	3C	3B
	12:00 a.m.-3:00 p.m.	3B	2B	2A	3A
Monday	7:00 a.m.-10:00 a.m.	3B	2B	2A	3A
	12:00 a.m.-3:00 p.m.	3A	2C	3C	3B
Tuesday					
Wednesday	12:00 p.m.-3:00 p.m.	4C	4C	4C	4C
	5:00 p.m.-8:00 p.m.	1A	1A	1A	1A
Thursday	7:00 a.m.-10:00 a.m.	1C	1C	1C	1C
	12:00 p.m.-3:00 p.m.	1B	1B	1B	1B
Friday	7:00 a.m.-10:00 a.m.	3C	3B	2B	2A
	12:00 p.m.-3:00 p.m.	2A	3A	2C	3C
Saturday	7:00a .m.-10:00 a.m.	2B	2A	3A	2C
	12:00 p.m.-3:00 p.m.	2C	3C	3B	2B
	5:00 p.m.-8:00 p.m.	1A	1A	1A	1A

Approved \_\_\_\_\_//S//  
 Ricardo E. Chavez, Warden

**Attachment 4**

**Visitor Information  
Metropolitan Detention Center  
RD.28 AND 165 St.  
Guaynabo, P.R. 00965  
Telephone (787) 749-4480**

The following information is to assist visitors in locating and procuring transportation to and from MDC Guaynabo. MDC Guaynabo is located adjacent to the Fort Buchanan Army Base on Highway 22, 28 and 165.

1. Taxicabs: There are numerous taxicab companies serving the Guaynabo area. Below is a list of several taxicab companies:

Antillas Cab	722-2490	Assn.Cataño	788-1792
Major Taxi Cabs	723-2460	Rochdale Cabs	724-3232

2. AMA Bus Route 39 from Rio Piedras to Cataño stops at the northeast and northwest corner of highway 165 at the intersection of highway 28.
3. Airlines: San Juan is served by several major airlines. Luis Munoz Marin, International Airport is located approximately fifteen miles from MDC Guaynabo. Taxi service is available. Below is a list of several airline companies that service San Juan:

	TOLL FREE	LOCAL (787)
American Airlines	(800) 462-4757	749-1747
Canadian AIR		791-4553
Carnival Airlines		890-7575
Delta Airline	(800) 221-1212	721-1144
Lufthansa		723-9553
Mexican		791-1268
TWA	(800) 892-8466	728-5595
United Airlines	(800) 241-6522	253-2770
US Air	(800) 428-4322	725-4895

**Attachment 5**

**Attorney Request to See Inmate**

DATE: \_\_\_\_\_ ATTORNEY NAME: \_\_\_\_\_

LICENSED IN: \_\_\_\_\_ BAR NUMBER: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

INMATE'S NAME: \_\_\_\_\_ REG. NO.: \_\_\_\_\_

INMATE'S HOUSING UNIT (If known): Unit \_\_\_\_\_

I hereby certify that I am ( ) I am not ( ) the attorney of record for the above mentioned inmate. I hereby request to interview him/her:

\_\_\_ as his/her legal representative; or

\_\_\_ other purpose. Specify: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/ /  
Attorney Signature Date

\*\*\*\*\*

\_\_\_ I voluntarily agree to be interviewed by the above mentioned attorney.

\_\_\_ I do not agree to be interviewed by the above mentioned attorney.

\_\_\_\_\_  
Inmate's Signature Date

\_\_\_\_\_  
Witness' name/Signature Title

Attachment 6A

(Spanish version)  
Notificacion al Visitante

MM-DD-YY

Fecha: / /

Nombre del Oficial: \_\_\_\_\_

Institucion: MDC-Guaynabo

Localizacion: Guaynabo, PR

ES UN DELITO FEDERAL TRAER AL TERRENO DE LA INSTITUCION CUALQUIER CLASE DE ARMA, ARTEFACTO DESTRUCTIVO, MUNICION, OTRO OBJETO DISENADO PARA SER USADO COMO ARMA, NARCOTICO, SUBSTANCIA CONTROLADA, BEBIDA ALCOHOLICA, DINERO O ALGUN OTRO OBJETO SIN EL CONOCIMIENTO Y CONSENTIMIENTO DEL ALCAIDE. EL TITULO 18 U.S.C. 1791 Y 3571 ESTABLECE UNA PENA DE ENCARCELACION NO SUPERIOR A 20 ANOS, UNA MULTA NO SUPERIOR A \$250,000.00, O AMBAS, A CUALQUIER PERSONA QUE PROVEA O INTENTE PROVEER, A UN CONFINADO OBJETO PROHIBIDO. TODA PERSONA AL ENTRAR A ESTA INSTITUCION ESTA SUJETA A UNA INSPECCION RUTINARIA DE SU PERSONA, PROPIEDAD (VEHICULO INCLUIDO) Y PAQUETES. EL OFICIAL, AL TENER SUFICIENTE SOSPECHA DE QUE UNA PERSONA ESTA INTRODUCIENDO CONTRABANDO O ESTA DEMOSTRANDO ACCIONES QUE PUEDEN PONER EN PELIGRO LA SEGURIDAD Y BUEN ORDEN DE LA INSTITUCION, PUEDE PEDIRLE A LA PERSONA, COMO UN PRE-REQUISITO PARA ENTRAR, QUE SE SOMETA A UNA BUSQUEDA VISUAL PERSONAL INCLUYENDO PRUEBA DE ORINA, PRUEBA DE ALIENTO O CUALQUIER OTRA PRUEBA NECESARIA. EL VISITANTE TIENE LA OPCION DE REHUSARSE A CUALQUIERA DE LAS BUSQUEDAS, EXAMENES, O PROCEDIMIENTOS DE ENTRADA, CON EL RESULTADO DE QUE NO SE LE PERMITIRA LA ENTRADA A LA INSTITUCION.

NOTA: Su denegación a estos procedimientos significa que no se le permitirá entrada a la institución y tendrá que irse del terreno de la institución, a menos que haya una razón para detenerle y/o arrestarle. El uso de cámaras o equipo para grabar sin consentimiento escrito del Alcaide, es estrictamente prohibido; violadores estarán sujetos a procesamiento criminal. Una vez que comience la visita con el confinado, si el visitante sale del área de visitas, la visita queda terminada. Cualquier excepción tendra que ser aprobada por el Oficial en la Sala de Visitas.

FAVOR DE CONTESTAR LAS SIGUIENTES PREGUNTAS: ¿Tiene usted en su posesión cualquiera de los siguientes artículos?

Armas de Fuego:	Si__No__	Narcoticos:	Si__No__
Explosivos:	Si__No__	Marijuana:	Si__No__
Armas:	Si__No__	Camara:	Si__No__
Municiones:	Si__No__	Arts. de comida	Si__No__
Herrta. para Cortar Metales	Si__No__	Bebidas Alcoholicas:	Si__No__
Equipo de Grabar:	Si__No__	Tabaco:	Si__No__
Medicamento Prescrito*:	Si__No__		

\*Todo tipo de medicina que tenga en su posesión tendrá que ser notificada en el siguiente espacio y entregado al oficial a cargo del Salon de visitas: \_\_\_\_\_

Si usted va a visitar a un recluso, favor de completar las siguientes preguntas: Nombres de niños menores de 16 años de quienes soy responsable:

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_

Nom. del Confinado: \_\_\_\_\_ Numero de Registro: \_\_\_\_\_

Rel. con el Confinado: \_\_\_\_\_ Numero de Telefono: \_\_\_\_\_

Num. de Tablilla del Vehiculo: \_\_\_\_\_ Oficial Testigo: \_\_\_\_\_

He leído, entendido y estoy de acuerdo con lo anterior. Si estoy visitando a un recluso, tambien entiendo y estoy de acuerdo en seguir los reglamentos de visitas provistos por la institución. Declaro que no tengo ningún artículo en mi posesión que pueda poner en peligro la seguridad o buen orden de la institución. Entiendo que si tengo alguna pregunta en cuanto a lo que es autorizado, debo de consultar con un Oficial. Entiendo que la penalidad por hacer una declaración falsa es una multa no mayor a \$250,000.00 o encarcelamiento no mayor de 20 años o ambas (de acuerdo a Título 18, Código de los Estados Unidos, Sección 1001). Entiendo que el área de visita, incluyendo los cuartos de baño en el área de visita, pueden ser vigilados para asegurar la seguridad y el buen orden en la institución.

Nombre : \_\_\_\_\_ Firma: \_\_\_\_\_  
(Letra de molde)

Direccion: \_\_\_\_\_  
(Num, Calle, Ciudad y Estado)



ATTACHMENT 6B

BP-S224.022 NOTIFICATION TO VISITOR CDFRM JUL 95

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Inmate To Be Visited: \_\_\_\_\_ Register No. \_\_\_\_\_

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, Breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes <input type="checkbox"/> No <input type="checkbox"/>	Narcotics	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explosives	Yes <input type="checkbox"/> No <input type="checkbox"/>	Marijuana	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weapons	Yes <input type="checkbox"/> No <input type="checkbox"/>	Camera	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ammunition	Yes <input type="checkbox"/> No <input type="checkbox"/>	Food Items	Yes <input type="checkbox"/> No <input type="checkbox"/>
Metal Cutting Tools	Yes <input type="checkbox"/> No <input type="checkbox"/>	Alcoholic Beverages	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recording Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Prescription Drugs*	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: \_\_\_\_\_

Street Address/City and State: \_\_\_\_\_

Vehicle License No.: \_\_\_\_\_ Year, Color, Make and Model of Vehicle: \_\_\_\_\_

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

\_\_\_\_\_  
\_\_\_\_\_

If not visiting with an inmate, please indicate:

Name of Organization: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Printed Name/Signature of Staff Witness: \_\_\_\_\_

**Attachment 7**

FEDERAL BUREAU OF PRISONS  
MDC- GUAYNABO  
**DUTY OFFICER VISITING RECORD**

	TUE	WED	THUR	FRI	SAT	SUN
ADULTS						
CHILDREN						
INMATES						
TOTAL						

OTHER PERTINENT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VISITING ROOM OIC: \_\_\_\_\_

DATE: \_\_\_\_\_